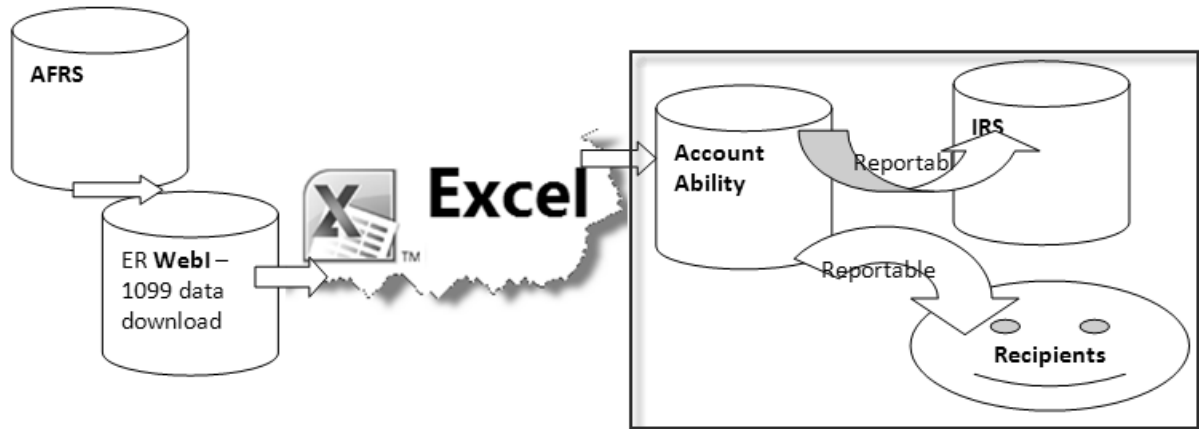




Washington State Department of Enterprise Services

Create 1099-MISC forms

Account Ability



		<ul style="list-style-type: none">• Create a mapping of WebI and Account Ability 1099-MISC reportable amount• Import• Print Forms for selected recipient	
--	--	--	--

Special instructions:

- We find that the application function best with one user per client (agency) logged in Account Ability.
- "Multiple users per client" is available; however, client needs to coordinate usage. For example, if a user is importing, other user should not be editing the client profile.

(1) Open Account Ability

1. Web Site: <http://www.des.wa.gov/1099-misc-reporting>

- Under “Related Links” heading, *click* on “**Login to Account Ability**”.



2. Welcome to **CITRIX**



1. **User name:** (this is your Citrix Logon)
2. **Password:** (this is your password to the Citrix server for Account Ability).

If you've forgotten your Citrix logon password, please contact the Accounting Applications Service Desk, 360-407-8182 or afrshelpdesk@ofm.wa.gov.

Please provide Service Desk the following information:


- Identify yourself as a user of **Citrix for Account Ability (1099-MISC Reporting) application.**
- Your full name and agency you work for
- Your assigned User Name (User ID)

3. **Log On:** *Click* on the **[Log On]** button

(1) Open Account Ability

Login to Citrix First Time

If you are login into Citrix for the first time, you will be prompted to change your temporary password.

A screenshot of a Citrix 'Change Password' dialog box. The dialog has a dark header with the 'CITRIX' logo. Below the header, the title 'Change Password' is displayed. A message reads: 'Consult your help desk or corporate security policy to learn about your company's password guidelines.' There are three input fields labeled 'Old password:', 'New password:', and 'Confirm password:'. At the bottom, there are 'OK' and 'Cancel' buttons. The dialog box has a torn paper effect on its right side.

CITRIX

Change Password

Consult your help desk or corporate security policy to learn about your company's password guidelines.

Old password:

New password:

Confirm password:

OK Cancel

If you have not logged into **Citrix** for Account Ability for the last 120 days, your password follows the aging policy and will need to be reset. Please contact the Accounting Applications Service Desk for assistance with resetting your password to Citrix for Account Ability.

Please provide Service Desk the following information:

- Identify yourself as a user of **Citrix for Account Ability (1099-MISC Reporting) application.**
- Your full name and agency you work for
- Your assigned User Name (User ID)

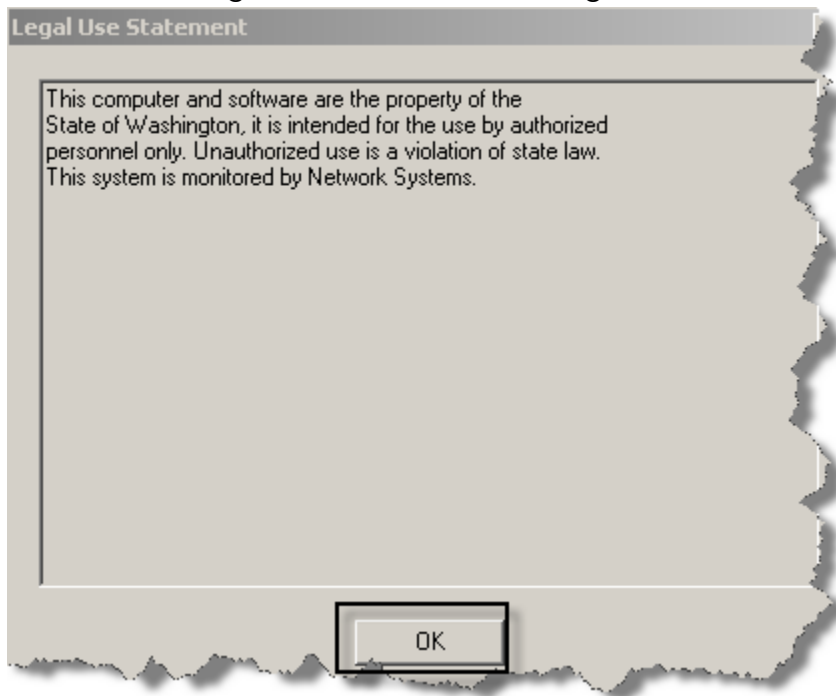
(1) Open Account Ability

3. Account Ability Application

“Account Ability” selection – double click on the DES Application.

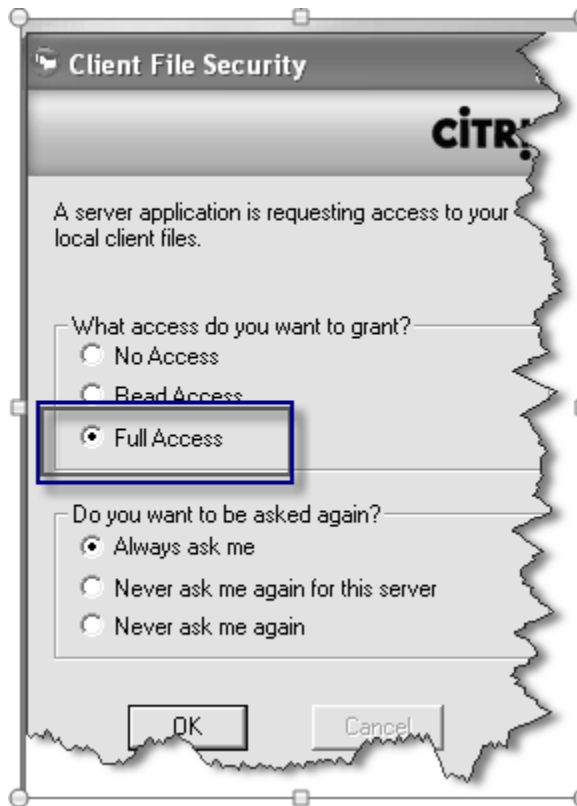


Click **"Ok"** on Legal Use Statement message.



(1) Open Account Ability

4. If prompted, select **"Full Access"** to Citrix Client File Security and then click **OK**.

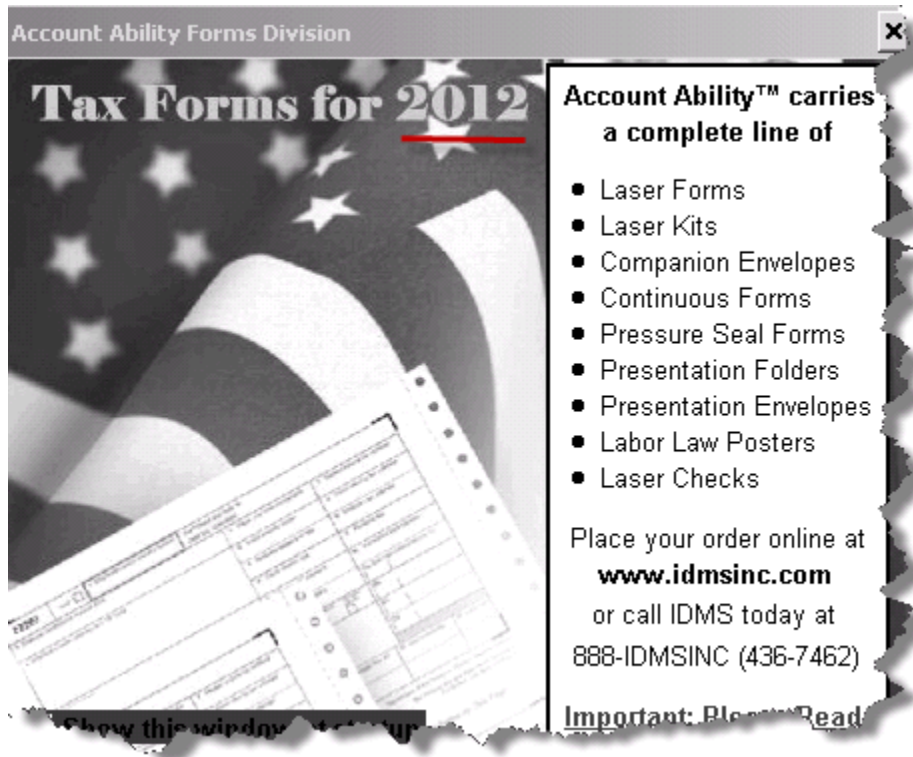


It is very important that "**Full Access**" is granted to your computer because the application needs the files residing on your desktop or agency's secure folders. The access rights will only be in affect during your active session.

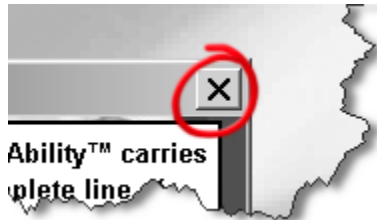
(1) Open Account Ability

5. Account Ability Forms Division

Note that **you are currently working in the 2012 version of Account Ability.**



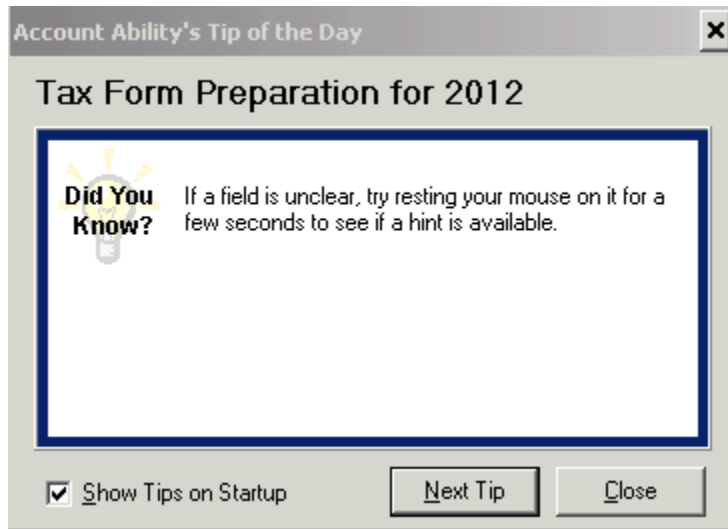
Click on the **X** at the top right corner of this message to close out of this message.



(1) Open Account Ability

6. Account Ability's Tip of the Day

This dialogue provides "Did you Know?" about Account Ability.



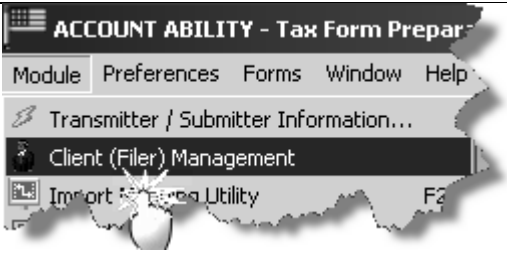

Click **[Close]** button to close out of the message.

(2) Create Import Mapping File [Module\Import Mapping Utility]

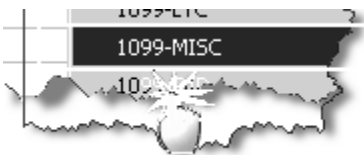
Mapping Source data (WebI) to Destination data (Account Ability)

Account Ability is capable of importing Information Returns such as the 1099-MISC. Before you could import data from the source file into the 1099-MISC form, you must map the data elements from the Source file to the data elements on 1099-MISC form. This can be done via the **Import Mapping Utility**.

a) Open Client

<p>1. Click [Module] and [Client (Filer) Management]</p>	 <p>Note: You can also open up the Client (Filer) Management by clicking on the  little man at the top right corner of the Account Ability toolbar.</p>
<p>2. Navigate to your agency's Client ID</p>	
<p>3. Highlight client ID and click on [Select]</p>	<p>Note: You can also open up a Client ID by double-clicking it.</p>

b) Once a Client ID is selected, the Active Forms dialogue opened.
select **"1099-MISC"**

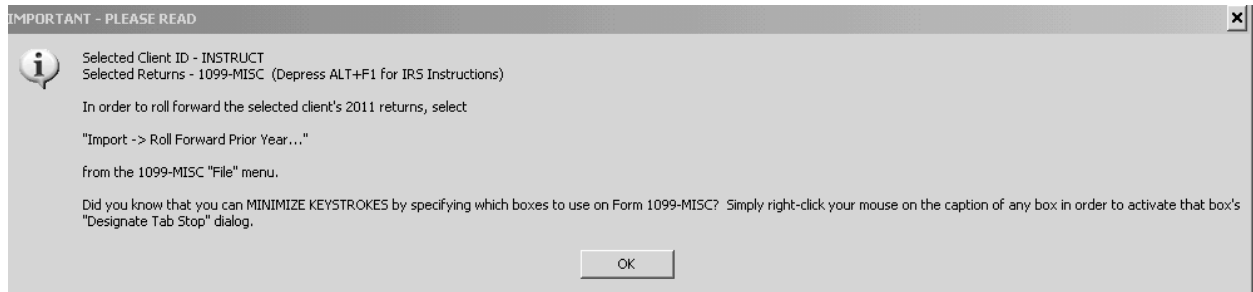


In production, you will be prompted with a **1099-MISC form password**. This password is unique to your agency.

(2) Create Import Mapping File [Module\Import Mapping Utility]

DES will e-mail you the agency's password to 1099-MISC form. Please keep this password safe.

You may be prompted with the following "Important – Please Read" message. Please *click* **OK**.



This message is important when you are working from one set of calendar reporting year to another.

Since 2012 is the first reporting year that we are using Account Ability, you will not have any 2011 data to roll forward to the 2012 reporting tax year.

(2) Create Import Mapping File [Module\Import Mapping Utility]

Form **1099-MISC** for your Client ID will come up as follow:

1099-MISC INSTRUCT		← This is your agency ID	
<div style="display: flex; justify-content: space-between; align-items: center;"> 🔍 File is empty <div> <input checked="" type="checkbox"/> VOID <input checked="" type="checkbox"/> CORR (G) <input checked="" type="checkbox"/> CORR (C) <input checked="" type="checkbox"/> Efile <input checked="" type="checkbox"/> 1096 <input checked="" type="checkbox"/> Printed </div> </div>			
PAYER'S name, street address, city, state, ZIP code, and telephone number AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011		1 Rents 2 Royalties 3 Other income	OMB No. 1545-0115 <div style="font-size: 2em; font-weight: bold;">2012</div> <div style="font-weight: bold;">1099-MISC</div>
PAYER'S Federal ID Number 01-2345678	TIN Type ▼	RECIPIENT'S ID Number <div style="background-color: #cccccc; height: 1.2em; width: 100%;"></div>	5 Fishing boat proceeds 6 Medical and health care
RECIPIENT'S name Street address City		NAME CTRL APT. Zip Code Zip Ext.	7 Nonemployee compensation 8 Substitute payments... 9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => <input checked="" type="checkbox"/>
Account number	Foreign <input checked="" type="checkbox"/>	CFSP USPS DP	2nd TIN <input checked="" type="checkbox"/>
15a Section 409A deferrals	15b Section 409A income		13 Excess golden parachute 14 Gross proceeds paid to...
		State 1	16 State 1 tax withheld 18 State 1 income
		State 2	16 State 2 tax withheld 18 State 2 income

In production, you will only see recipient's forms for your agency (client). Security is control by client's 1099-MISC form password. Each agency has its own distinct password to the use of its 1099-MISC form.

If you've forgotten the 1099-MISC form password, please refer to your e-mail or contact the Accounting Applications Service Desk, 360-407-8182 or afrshelpdesk@ofm.wa.gov.

Please provide Service Desk the following information:

- Identify yourself as a user of **Citrix for Account Ability (1099-MISC Reporting) application**.
- Your full name and agency you work for

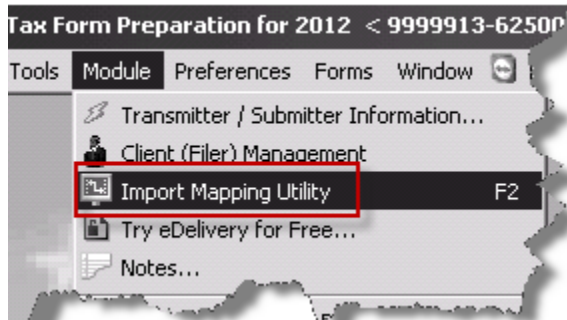
(2) Create Import Mapping File

[Module\Import Mapping Utility]

- Your assigned User Name (User ID)
- That you've forgotten your **1099-MISC form's password** for your agency.

(2) Create Import Mapping File [Module\Import Mapping Utility]

c) Select **Module\Import Mapping Utility**



If prompted, select "**Full Access**" to Citrix Client File Security.



It is very important that "Full Access" is granted to your desktop because the application needs the files residing on your desktop or agency's secure folders.

(2) Create Import Mapping File [Module\Import Mapping Utility]

You may be prompted with the following question:



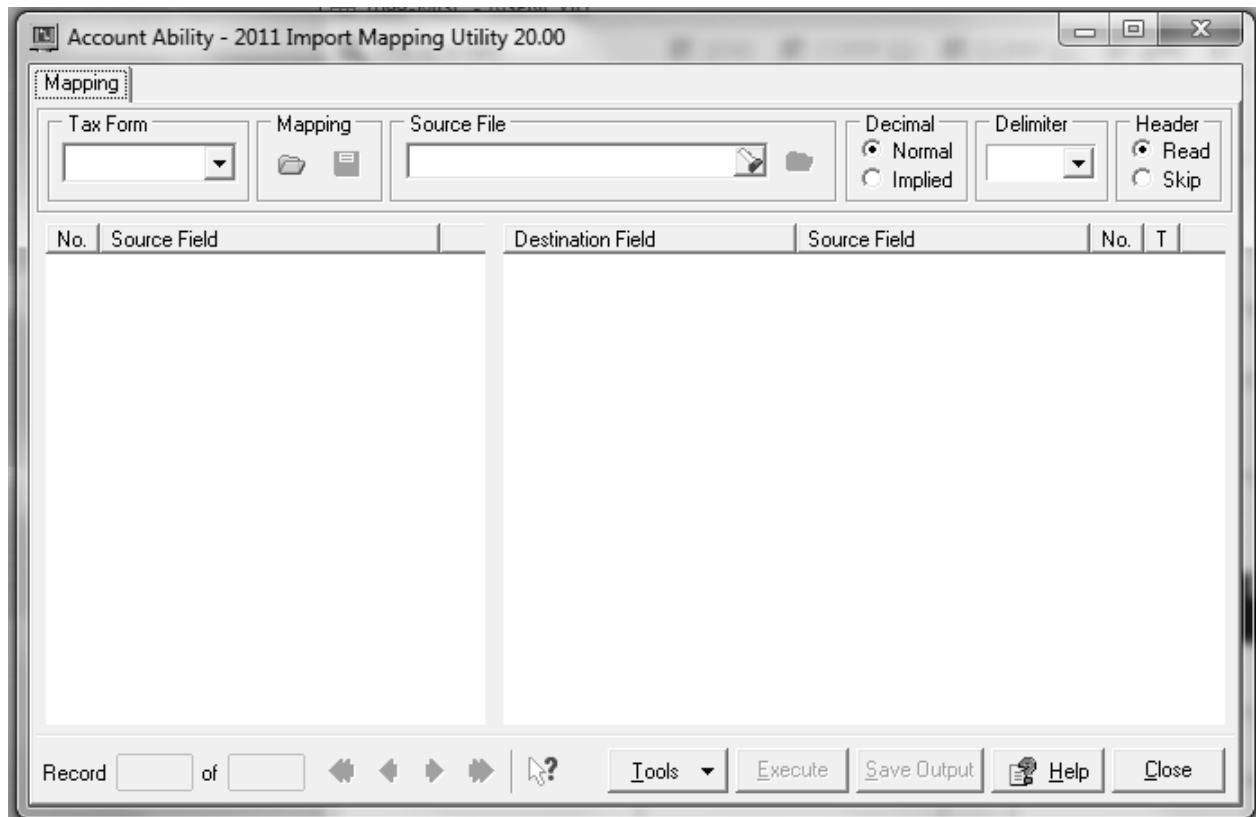
Please select **"Yes"** on **"Have you Installed Import Mapping Utility?"** dialogue.

You are using Account Ability on a Citrix server. The Import Mapping Utility has been installed on the Citrix server.

(2) Create Import Mapping File [Module\Import Mapping Utility]

d) Open your **source file**

Once you've selected Import Mapping Utility from the Module, you will be presented with the "**Account Ability – XXXX Import Mapping Utility 20.00**", module.

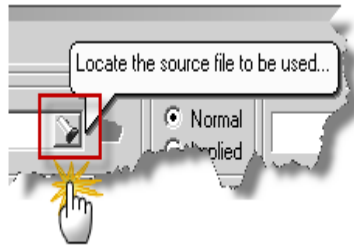


If you do not see this "**Account Ability - ##### Import Mapping Utility**", look in your

computer tray  for the computer icon, this is your Import Mapping Utility.

(2) Create Import Mapping File [Module\Import Mapping Utility]

1. Locate the **source file** to be used by clicking on the "Locate the source file to be used..." button



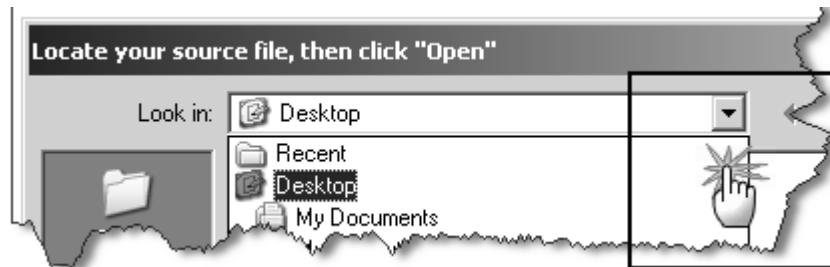
The default **"Look in"** may be a folder on Citrix server.

This is NOT where you want to look for the text file that you've exported from Enterprise Reporting Web Intelligence.

You will want to look for your file where you've saved it, which is your computer.

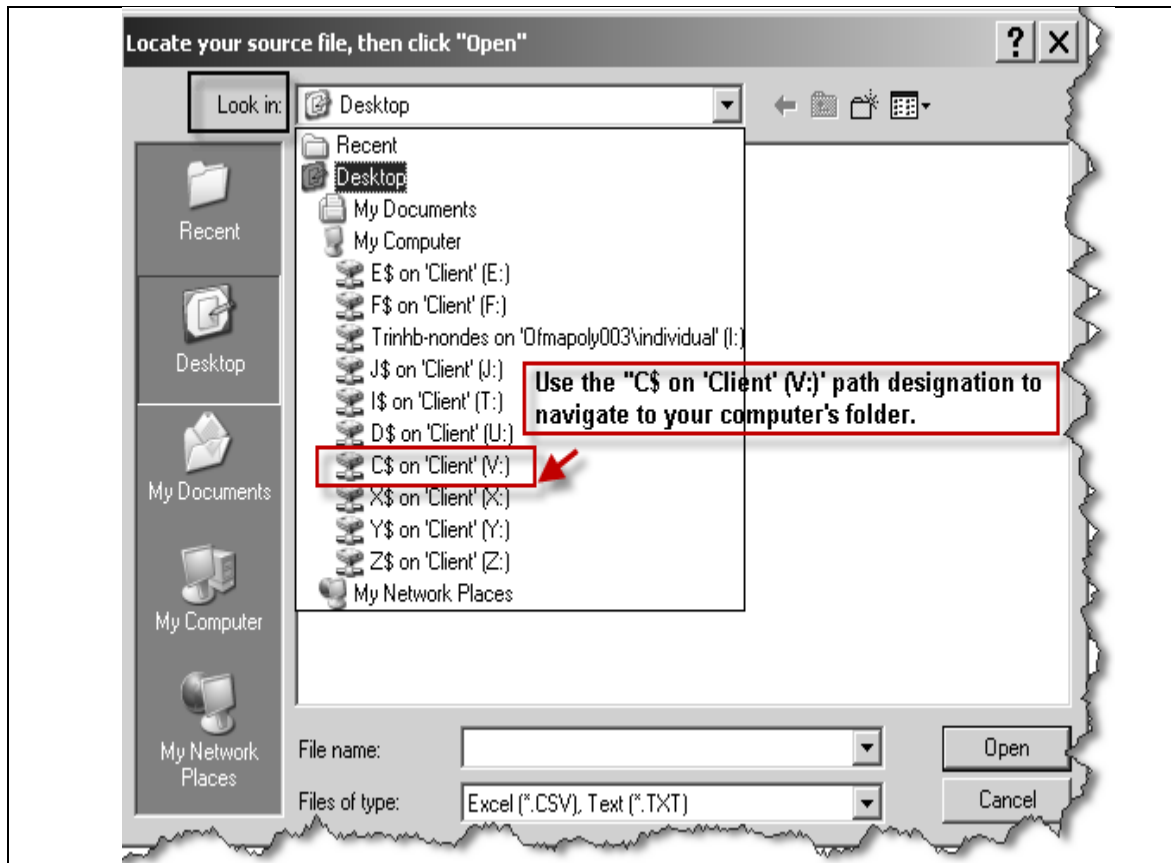
The name that represent the path to your computer is **"C\$ on 'Client' (V)"**

2. Click on the Drop down arrow to access a list of the **"Look In"** – then select the **"C\$ on 'Client' (V :)"** folder.



3. Navigate to the **"C\$ on 'Client' (V :)"** and select it to open the folder.

(2) Create Import Mapping File [Module\Import Mapping Utility]



The **"C\$ on 'Client' (V :)"** folder where your source file lives.

Remember: If you receive the "Client File Security" request access, you will want to grant it **"Full Access"**.

4. From the **"C\$ on 'Client' (V :)"** Look in path, select your **source file** and click **Open**

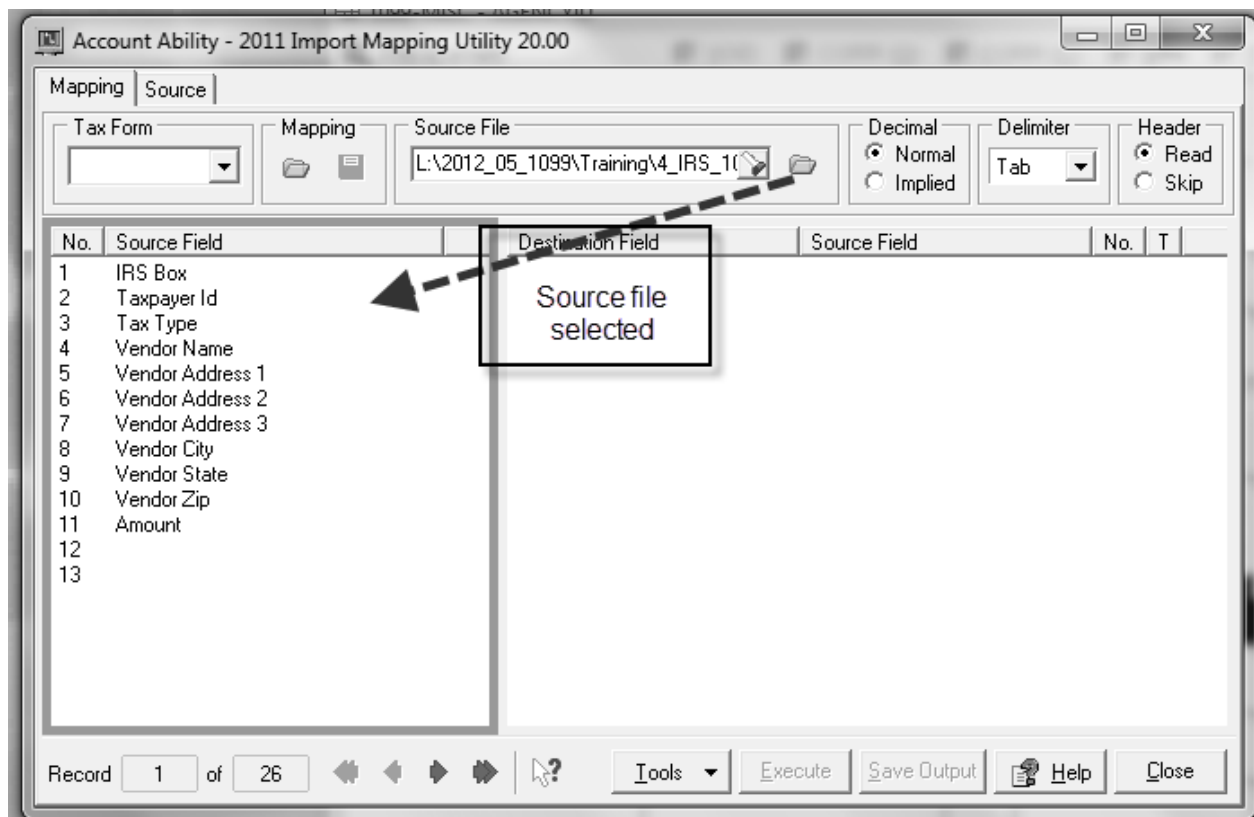
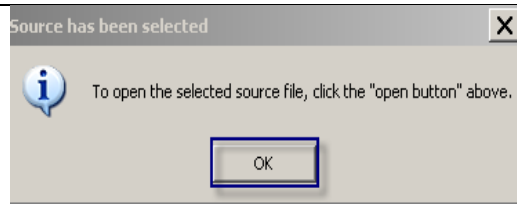
For the purpose of training only, your source file lives in the following folder:

Location in training room: Users\trainbass\my document
File Name: 0_IRS_1099_Training.txt

When you are back in your office, you would still use the **"C\$ on 'Client' (V :)"** as the bridge to your agency network/computer, but you will want to locate the folder path of where you've stored the text tab delimited file source file.

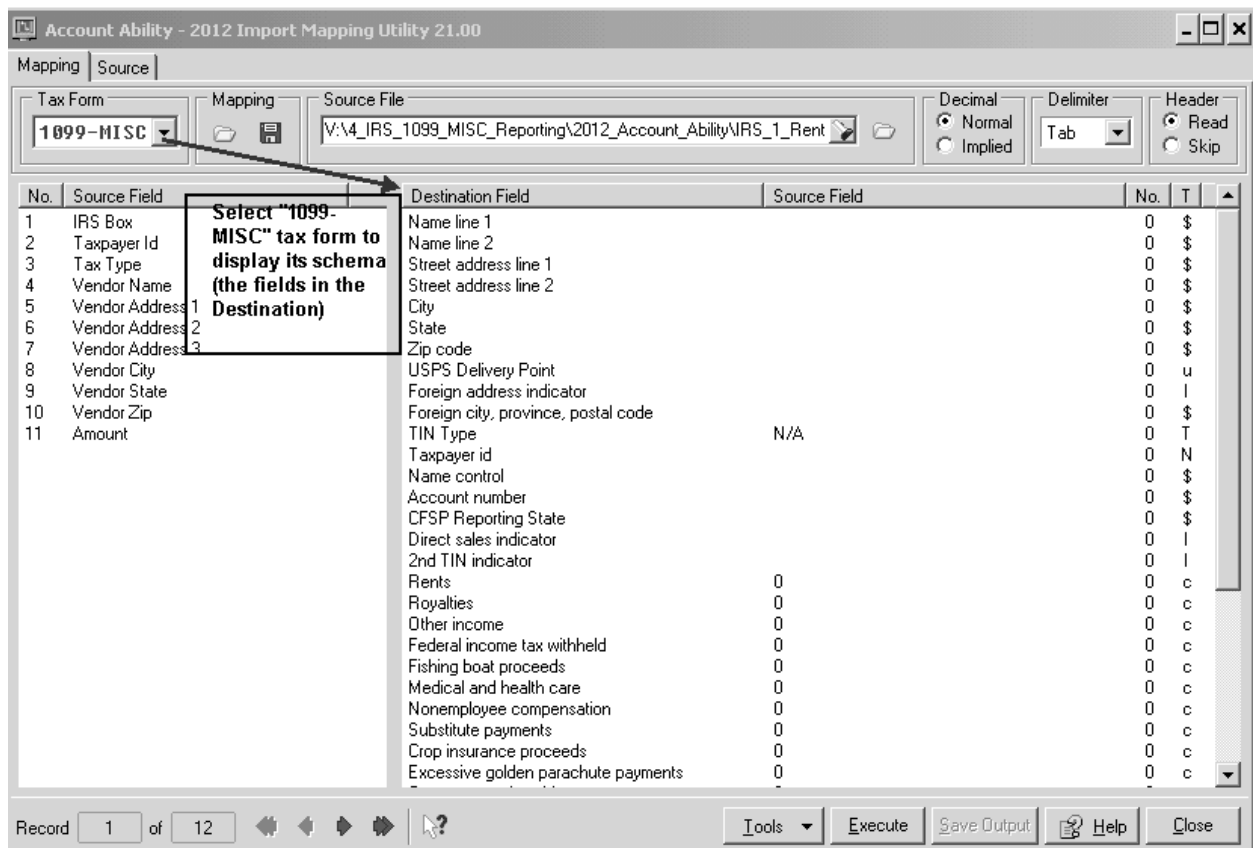
(2) Create Import Mapping File [Module\Import Mapping Utility]

5. Once Source has been selected, click **OK** on the system's instructions to click The **Open button** to open the selected source file



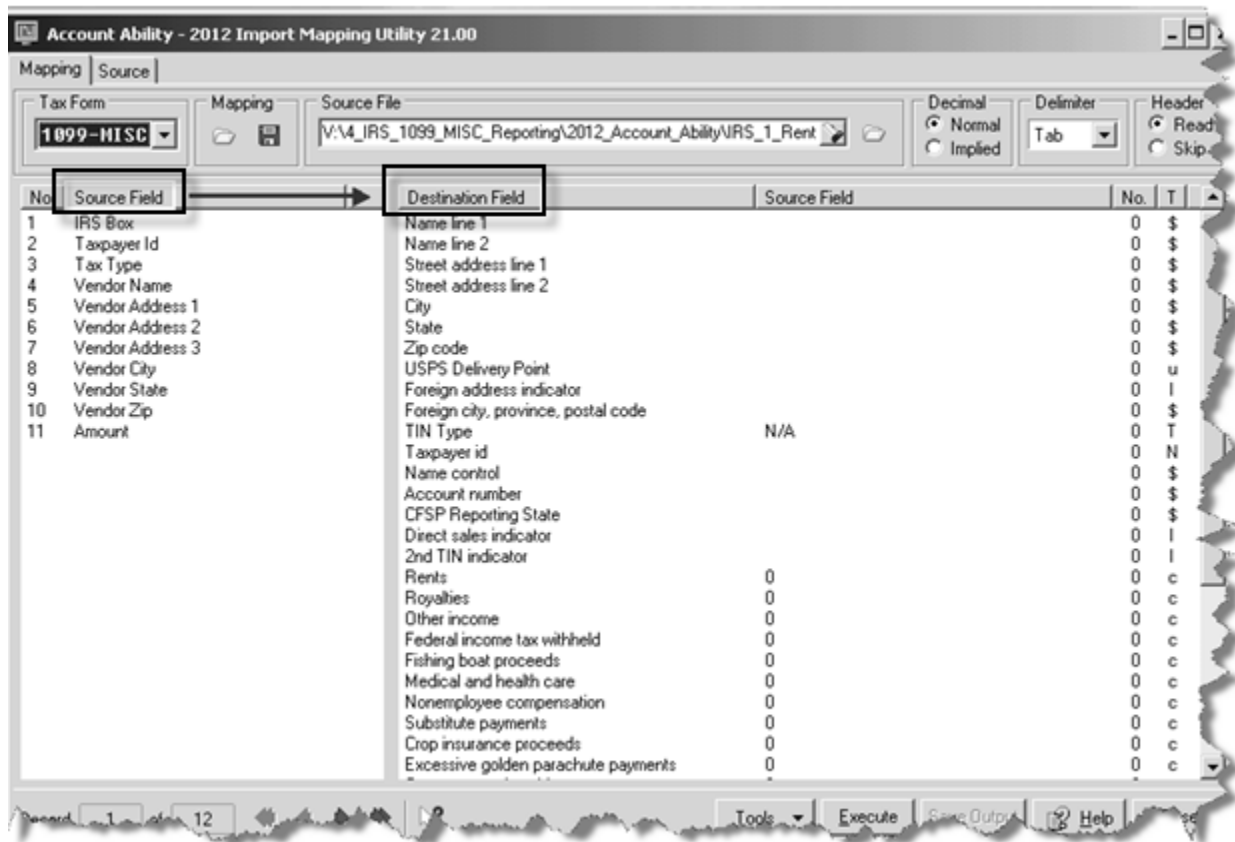
(2) Create Import Mapping File [Module\Import Mapping Utility]

- e) In the **Tax Form** field, click on **drop down list** and select **1099-MISC** schema. This is our destination



(2) Create Import Mapping File [Module\Import Mapping Utility]

f) **Start mapping** Source Field to Destination Field



1. Click on **"Read"** radio button of the Header, if not already selected.

The "Read Header" will give you the label for the fields in the source file.


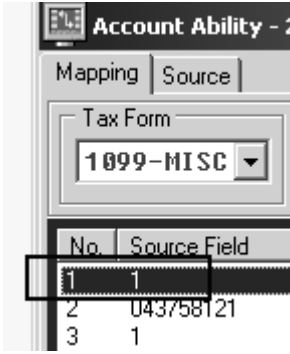


2. While in "Read" Header mode, locate the row number where **"IRS Box"** source field is positioned.

It is row 1 in this training file



(2) Create Import Mapping File [Module\Import Mapping Utility]

<p>3. Click on "Skip" radio button of the Header.</p>	
<p>4. While in "Skip" Header mode, <u>make a note</u> of the value in the "IRS Box" source field</p> <p>(The IRS Box field is row 1 in this training example).</p>	<p>For example, if the IRS Box value is "1", this tells you that the "Amount" in this Source file will be mapped to "Rents" Destination Field.</p>  <p>If the IRS box value is "3", this tells you that the "Amount" in the particular Source file will be mapped to "Other Income" field on the 1099-MISC form (Destination).</p> <p>Likewise, if the IRS box value is "7", this tells you that the "Amount" in the particular Source file will be mapped to "Nonemployee Compensation" field on the 1099-MISC form (Destination).</p> <p>Etc...</p>

(2) Create Import Mapping File [Module\Import Mapping Utility]

No.	Source Field	Destination Field	Source Field	No.
1	1	Name line 1		0
2	043758121	Name line 2		0
3	1	Street address line 1		0
4	TRINH RENT TRAIN VENDOR 1	Street address line 2		0
5	6416 PACIFIC HWY E	City		0
6		State		0
7		Zip code		0
8	FIFE	USPS Delivery Point		0
9	WA	Foreign address indicator		0
10	984241561	Foreign city, province, postal c...		0
11	-56272.44	TIN Type	N/A	0
		Taxpayer id		0
		Name control		0
		Account number		0
		CFSP Reporting State		0
		Direct sales indicator		0
		2nd TIN indicator		0
		Rents	56272.44	11
		Royalties	0	0
		Other income	0	0
		Federal income tax withheld	0	0
		Fishing boat proceeds	0	0
		Medical and health care	0	0
		Nonemployee compensation	0	0
		Substitute payments	0	0
		Crop insurance proceeds	0	0
		Excessive golden parachute p...	0	0
		Gross proceeds paid to an attor...	0	0
		Section 409A deferrals	0	0
		Section 409A income	0	0
		Reporting State 1		0

5. Select a **Source Field** and **map** to a destination field by

6. Double click correlating
Destination Field

(Note: You can also map by dragging a field from the source and drop it in the correlating field in the destination).

	<u>Web</u>	<u>Account Ability</u> 1099-MISC_Schema	1099-MISC Form
1)	Taxpayer ID	Taxpayer ID	RECIPIENT'S IDENTIFICATION Number
2)	Tax Type	TIN Type	<ul style="list-style-type: none"> Value "1" means EIN type Value "2" means SSN or ITIN type
3)	Vendor Name	Name line 1	RECIPIENT'S Name
4)	Vendor Address 1 (On the Statewide	Name line 2	

(2) Create Import Mapping File [Module\Import Mapping Utility]

		Vendor table, the address line 1 can be the DBA (doing business as) name		
5)	Vendor Address 2	Street address line 1	Street Address (including apt. no.)	
6)	Vendor Address 3	Street address line 2		
7)	Vendor City	City	City	
8)	Vendor State	State	State	
9)	Vendor Zip	Zip code	ZIP code	
10)	Amount	Rents (for example)	1 Rents	

This is ER Web Intelligence

No.	Source Field
1	1
2	043758121
3	1
4	TRINH 4050 TEST 1
5	6416 PACIFIC HWY E
6	
7	
8	FIFE
9	WA
10	984241561
11	56272.44

This is Account Ability

Destination Field	Source Field	No.
Name line 1	TRINH 4050 TEST 1	4
Name line 2		0
Street address line 1	6416 PACIFIC HWY E	5
Street address line 2		6
City	FIFE	8
State	WA	9
Zip code	984241561	10
USPS Delivery Point		0
Foreign address indicator		0
Foreign city, province, postal c...		0
TIN Type	EIN	3
Taxpayer id	043758121	2
Name control		0
Account number		0
CFSP Reporting State		0
Direct sales indicator		0
2nd TIN indicator		0
Rents	56272.44	11
Royalties	0	0
Other income	0	0
Federal income tax withheld	0	0
Fishing boat proceeds	0	0
Medical and health care	0	0
Nonemployee compensation	0	12
Substitute payments	0	0
Crop insurance proceeds	0	0
Excessive golden parachute p...	0	0
Gross proceeds paid to an attor...	0	0
Section 409A deferrals	0	0
Section 409A income	0	0

Because the data is IRS Box 1's data, you are mapping this amount to "Rents"

(2) Create Import Mapping File [Module\Import Mapping Utility]

You know that you have mapped all fields (except for the IRS Box) from the Source Field section to the Destination Field because in the Destination section it will see data in Destination Field and Source Field columns:

Account Ability - 2012 Import Mapping Utility 21.00

Mapping | Source

Tax Form: **1099-MISC**

Source File: V:\4_IRS_1099_MISC_Reporting\2012_Account_Ability\IRS_1_Rent

Decimal: ☒ Normal ☐ Implied

Delimiter: Tab

Header: ☒ Read ☐ Skip

No.	Source Field	Destination Field	Source Field	No.	T
1	IRS Box	Name line 1	Vendor Name	4	\$
2	Taxpayer Id	Name line 2	Vendor Address 1	5	\$
3	Tax Type	Street address line 1	Vendor Address 2	6	\$
4	Vendor Name	Street address line 2	Vendor Address 3	7	\$
5	Vendor Address 1	City	Vendor City	8	\$
6	Vendor Address 2	State	Vendor State	9	\$
7	Vendor Address 3	Zip code	Vendor Zip	10	\$
8	Vendor City	USPS Delivery Point		0	u
9	Vendor State	Foreign address indicator		0	I
10	Vendor Zip	Foreign city, province, postal code		0	\$
11	Amount	TIN Type	SSN	0	T
		Taxpayer id	Taxayr Id	2	N
		Name control		0	\$
		Account number		0	\$
		CFSP Reporting State		0	\$
		Direct sales indicator		0	I
		2nd TIN indicator		0	I
		Rents	Amount	11	c
		Royalties	0	0	c
		Other income	0	0	c
		Federal income tax withheld	0	0	c
		Fishing boat proceeds	0	0	c
		Medical and health care	0	0	c
		Nonemployee compensation	0	0	c
		Substitute payments	0	0	c
		Crop insurance proceeds	0	0	c
		Excessive golden parachute payments	0	0	c

Record 1 of 12

Tools | Execute | Save Output | Help | Close

(2) Create Import Mapping File [Module\Import Mapping Utility]

Mapping | Source

Tax Form: **1099-MISC** | Mapping | Source File: **V:\4_IRS_1099_MISC_Reporting\Trainin** | Decimal: ☒ Normal ☐ Implied | Delimiter: **Tab** | Header: ☒ Read ☐ Skip

No.	Source Field	Destination Field	Source Field	No.	T
1	IRS Box	Name line 1	Vendor Name	4	\$
2	Taxpayer Id	Name line 2	Vendor Address 1	5	\$
3	Tax Type	Street address line 1	Vendor Address 2	6	\$
4	Vendor Name	Street address line 2	Vendor Address 3	7	\$
5	Vendor Address 1	City	Vendor City	8	\$
6	Vendor Address 2	State	Vendor State	9	\$
7	Vendor Address 3	Zip code	Vendor Zip	10	\$
8	Vendor City	USPS Delivery Point		0	u
9	Vendor State	Foreign address indicator		0	I
10	Vendor Zip	Foreign city, province, postal code		0	\$
11	Amount	TIN Type	SSN	0	T
		Taxpayer id	Taxpayr Id	2	N
		Name control		0	\$
		Account number		0	\$
		CFSP Reporting State		0	\$
		Direct sales indicator		0	I
		2nd TIN indicator		0	I
		Rents	Amount	11	c
		Royalties	0	0	c
		Other income	0	0	c
		Federal income tax withheld	0	0	c
		Fishing boat proceeds	0	0	c
		Medical and health care	0	0	c
		Nonemployee compensation	0	0	c
		Substitute payments	0	0	c
		Crop insurance proceeds	0	0	c
		Excessive golden parachute pay...	0	0	c

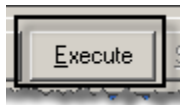
(2) Create Import Mapping File [Module\Import Mapping Utility]

g) Header Skip

Once you've mapped all source fields to Destination fields, Click on "**Skip**" radio button of the Header before you click **Execute**



h) Click **Execute** (button is located at the bottom of the Account Ability Import Mapping Utility) to create your Import Mapping File



i) **Save** Import Mapping File in your '**Client \$ on (V:)**' folder.

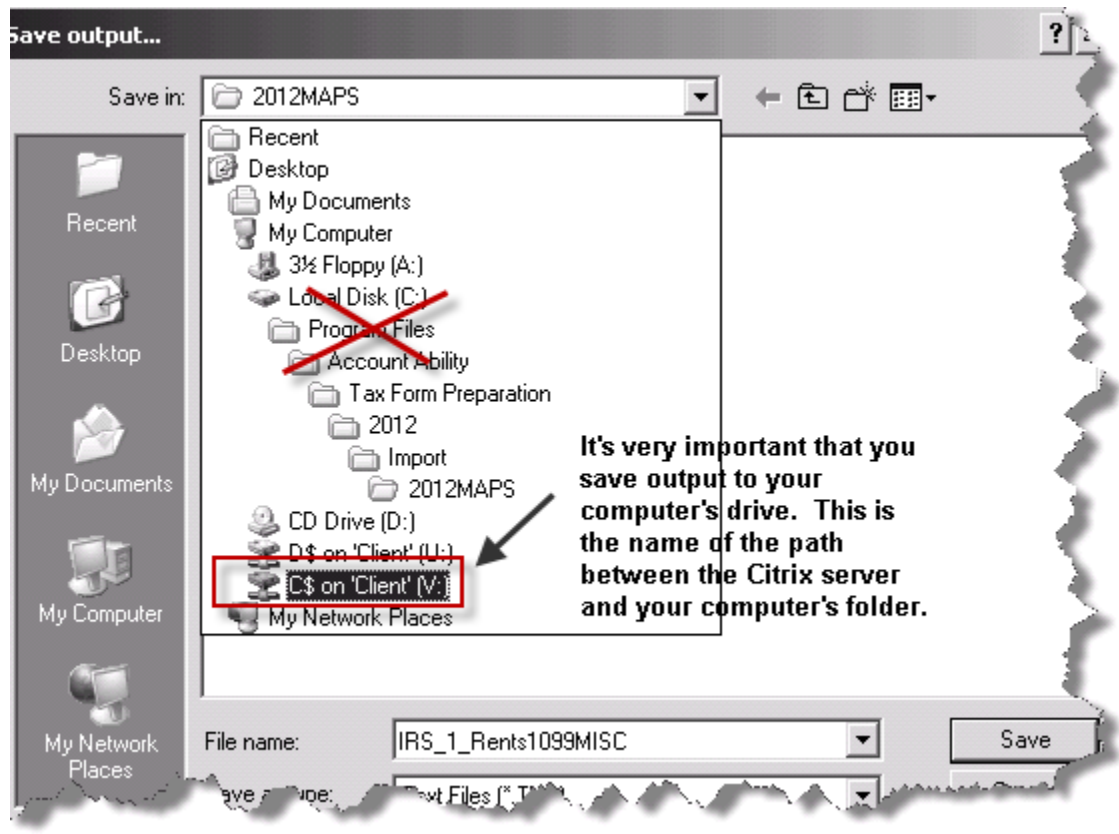
Always make a note of the

Location: Where you've saved your file

Name: What you called your file

Note the "1099MISC" that Account Ability has added to the name of the mapped file.

(2) Create Import Mapping File [Module\Import Mapping Utility]



Note that Account Ability will attach "1099MISC" to the end of the file to indicate that data source was mapped to form 1099-MISC.

- j) Write down the folder within your **C\$ on 'Client' (V :)** of where you've saved your mapped data file.

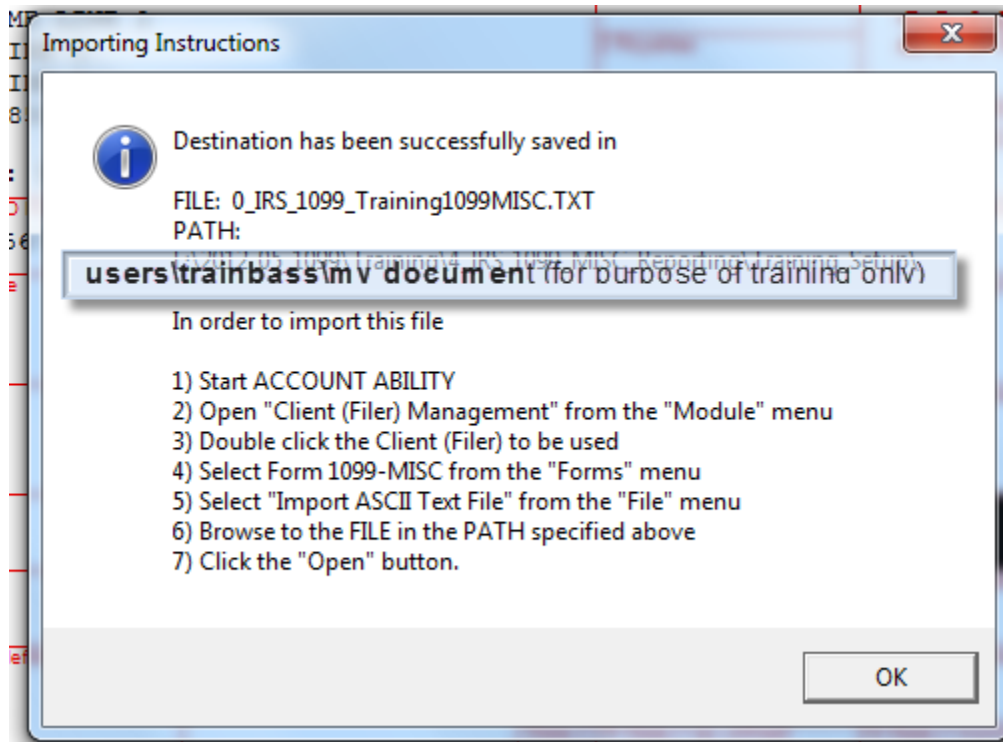
For the purpose of training only, your mapped file (....1099MISC) should be saved in the following folder:

Location: Users\trainbass\my document

File Name: 0_IRS_1099_Training

- k) **Note** Importing Instructions

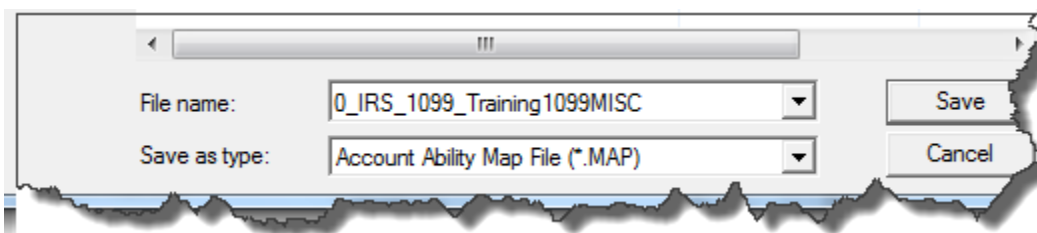
(2) Create Import Mapping File [Module\Import Mapping Utility]



l) Click **OK** to Importing Instructions

m) Click **Close** to close the mapping utility

n) Select **"Yes"** to save question **"Do you want to save the current mapping?"**



You can save this mapping (*.MAP) for IRS type 1 for future use in your **'Client \$ on (V :)'** folder.

(3) Running the IMPORT [File \ Import]

Before we start the import, let's review the data in the source file, used for this training. The data file we're using for training purposes is "**0_IRS_1099_Training.xls**".

This source file contains **25 rows**, including a column header row, with a total of \$8,000,000 in miscellaneous payments.

	A	B	C	D	E	F	G	H	I	J	K
1	IRS Box	Taxpayer Id	Tax Type	Vendor Name	Vendor Address 1	Vendor Address 2	Vendor Address 3	Vendor City	Vendor State	Vendor Zip	Amount
2	1	043758121	1	TRINH RENT TRAIN VENDOR 1	6416 PACIFIC HWY E			FIFE	WA	984241561	-56272.44
3	1	043758121	1	TRINH RENT TRAIN VENDOR 1	820 A ST STE 300			TACOMA	WA	984025221	-18757.48
4	1	043758121	1	TRINH RENT TRAIN VENDOR 1	820 A ST STE 300			TACOMA	WA	984025221	-37514.96
5	1	203748058	1	TRINH RENT TRAIN VENDOR 2	DBA MARTIN SELIG REAL ESTATE	C/O NORTHERN TRUST BANK FSB	1414 4TH AVE	SEATTLE	WA	981012202	-543713.00
6	1	270080977	1	TRINH RENT TRAIN VENDOR 3	1612 S MILDRED ST STE B			TACOMA	WA	984060512	-18683.00
7	1	388347105	2	TRINH RENT TRAIN VENDOR 4	17554 N LONESOME DOVE TRAIL			SURPRISE	AZ	85374	-5000.00
8	1	452697705	1	TRINH RENT TRAIN VENDOR 5	7711 MARTIN WAY E			OLYMPIA	WA	985165622	-348626.00
9	1	535241495	2	TRINH RENT TRAIN VENDOR 6	433 HWY 12 E			POMEROY	WA	993479688	-6787.00
10	1	535504932	2	TRINH RENT TRAIN VENDOR 7	3737 WIGGINS RD SE			OLYMPIA	WA	985014365	-1050.00
11	1	536503314	2	TRINH RENT TRAIN VENDOR 8	DBA THIEMAN WHSE C/O SDS REALTY	108 N WASHINGTON ST STE 500		SPOKANE	WA	99201	-5000.00
12	1	536767386	2	TRINH RENT TRAIN VENDOR 9	823 TOWNSEND SACKMAN RD			COLVILLE	WA	991149731	-5000.00
13	1	537088884	2	TRINH RENT TRAIN VENDOR 10	GABELEN BROTHERS SEPTIC	2038 E ASHER LN		FREELAND	WA	982499598	-9000.00
14	1	538662298	2	TRINH RENT TRAIN VENDOR 11	30949 HIGHWAY 20 E			REPUBLIC	WA	991668738	-5000.00
15	1	551406823	2	TRINH RENT TRAIN VENDOR 12	DAVIS, DEBRA K	PO BOX 169		LAUIER	WA	991460169	-2000.00
16	1	731495293	1	TRINH RENT TRAIN VENDOR 13	DBA C&D PROPANE	2925 BLACK LAKE BLVD SW		TUMWATER	WA	985126196	-2000.00
17	1	731495293	1	TRINH RENT TRAIN VENDOR 13	DBA NORTHERN ENERGY	PO BOX AE		MOSES LAK WA		98837	-4000.00
18	1	760765519	1	TRINH RENT TRAIN VENDOR 14	PO BOX 430			ARLINGTON	WA	98223	-100300.00
19	1	760765519	1	TRINH RENT TRAIN VENDOR 14	PO BOX 430			ARLINGTON	WA	982230430	-3009.00
20	1	900099035	1	TRINH RENT TRAIN VENDOR 15	8440 135TH AVE SE			NEWCASTL WA		980593314	-87446.00
21	1	911279940	1	TRINH RENT TRAIN VENDOR 16	P O BOX 430			ARLINGTON	WA	982230430	-575922.00
22	1	911434116	1	TRINH RENT TRAIN VENDOR 17	7919 N DIVISION			SPOKANE	WA	99208	-114.00
23	1	911940981	1	TRINH RENT TRAIN VENDOR 18	600 UNIVERSITY ST STE 1925			SEATTLE	WA	981011176	-41916.00
24	1	912024948	1	TRINH RENT TRAIN VENDOR 19	35940 US HWY 12			NACHES	WA	989379537	-7000.00
25	1	912094989	1	TRINH RENT TRAIN VENDOR 20	4500 4TH AVE S			SEATTLE	WA	98134	-47584.00

Recipient, **TRINH TRAINING VENDOR 1**, shows up in 3 rows as follow:

Row 1 = \$56,272.44

Row 2 = 18,757.48

Row 3 = 37,514.96

Total for TRINH TRAINING VENDOR 1 is \$112,545

Vendor 13 shows up in 2 rows.

Vendor 14 shows up in 2 rows

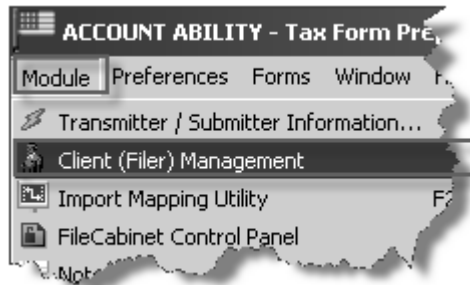
In essence, this source file has 20 distinct vendors (recipients) and 1 column header = **21 forms** will be created if we use the "Rollup (Append)" function.

If we use the "Append" function, 25 1099-MISC forms would be created.

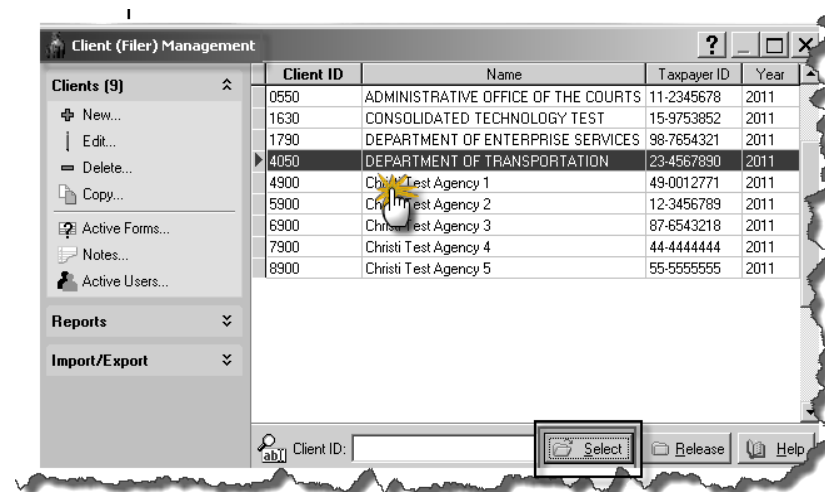
(3) Running the IMPORT [File \ Import]

a) Open Client (Filer) Management

Click **Module** → **Client (Filer) Management**



Highlight your **client** (your agency) and click **[Select]**



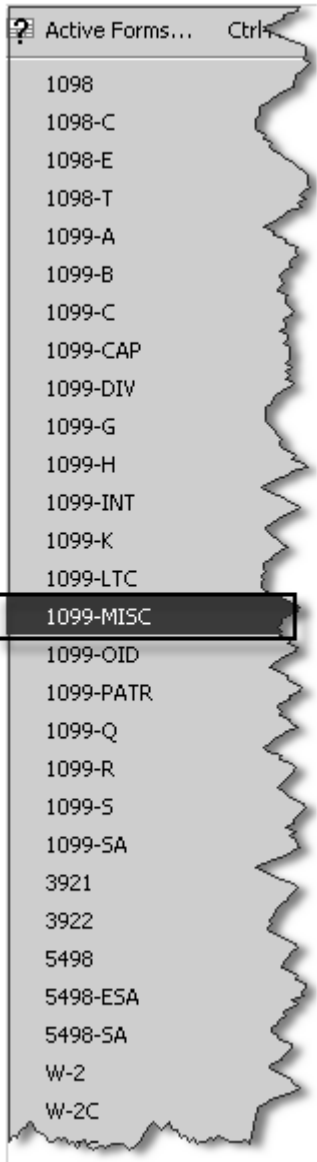
b) Open Active Forms

Select **1099-MISC**

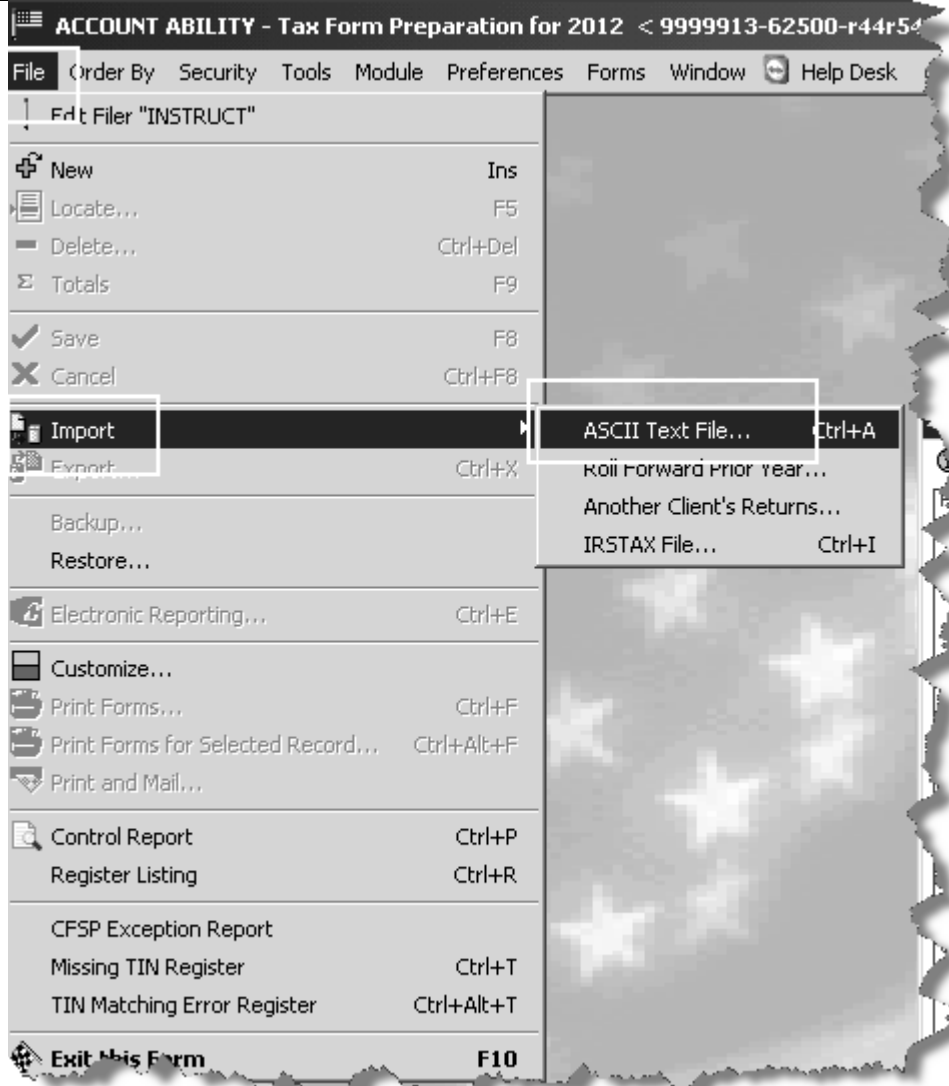
Note: When Account Ability is production ready, DES will provide you with a password to your agency's 1099-MISC form.

Each agency will have its own distinct password to use the 1099-MISC form.

(3) Running the IMPORT [File\Import]

	 <p>Enter Client's 1099-MISC form password</p> <p>(the password is not necessary in DEV/TRAINING environment)</p>
c) Import ASCII TextFile	Open File → Import → ASCII TextFile

(3) Running the IMPORT [File\Import]

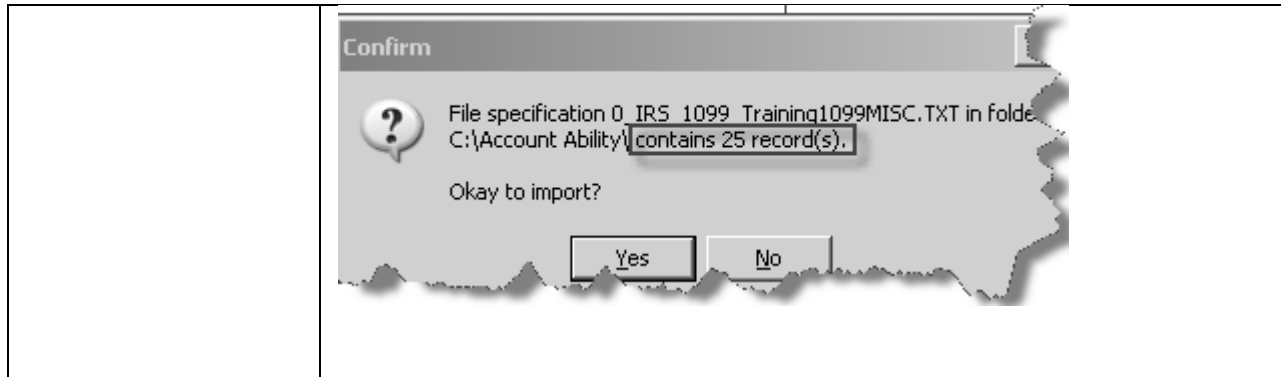


Navigate to your **1099MISC** mapped file
Highlight your mapped file and click [**Open**]

For training purposes only
Location: users\trainbass\my document
File: 0_IRS_1099_Training**1099MISC**

Click "**Yes**" to confirm **Okay to import**

(3) Running the IMPORT [File \ Import]



(4) Running the IMPORT - Append

The Rollup Option Dialog

If you have several distinct text files which, when combined, result in a single return for each recipient, you will find the *Rollup* option quite beneficial. As long as each record of each file contains a primary key field, such as a taxpayer identification number (TIN), Account Ability can *roll up* these files over multiple import sessions.

The **Rollup Option** dialog contains three options

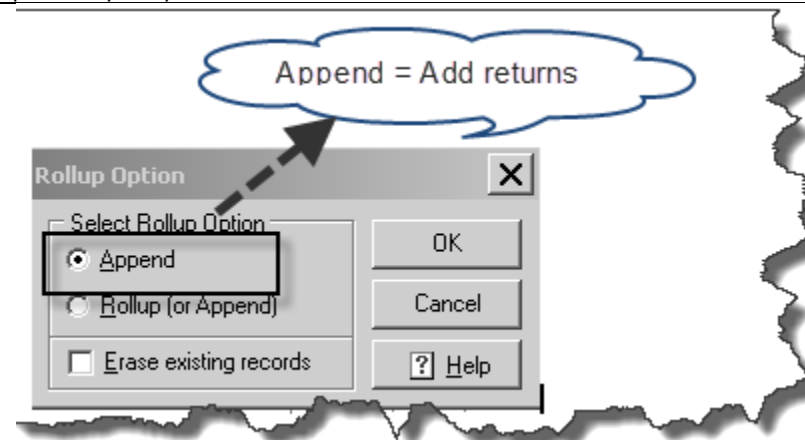
- **Append:** Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key (ie, TIN).
- **Rollup (or Append):** The primary key field (ie TIN) of each record is compared with those already on file. If a match occurs, the existing record's currency information is accumulated (*rolled up*). Otherwise, the record is appended to the end of file.
- **Erase existing records:** If checked, existing records are first erased ensuring that the current import session begins with an empty table.

Rollup Option: d) **Append**

The "Append" function creates a 1099-MISC form for each row that exist in the source file.

The "Append" function does not discern that a recipient's form already exist in Account Ability.

Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key such as the TIN.




Based on the information on the source file used for training, Account Ability will create 25 forms and **TRINH TRAINING VENDOR 1** will have 3 forms

Form 1 **\$56,272.44**

Form 2 **\$18,757.48**

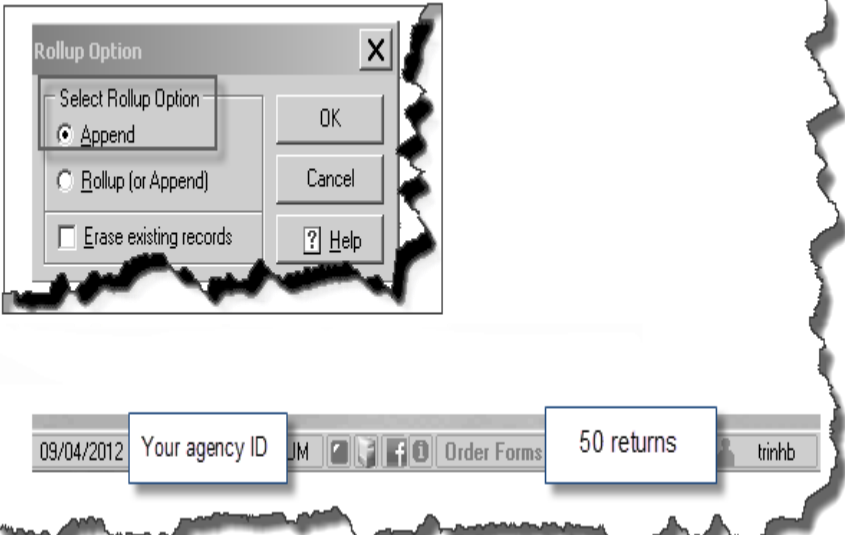
(4) Running the IMPORT - Append

Form 1 **\$37,514.96**



The screenshot shows a software interface with a header bar containing the date '09/04/2012', a label 'Your Agency ID', a 'NUM' button, social media icons, an 'Order Forms' button, a label '# of returns', and a user icon labeled 'trinhb'. Below the header, a large, irregular, torn-paper-like shape is visible.

e) Append again



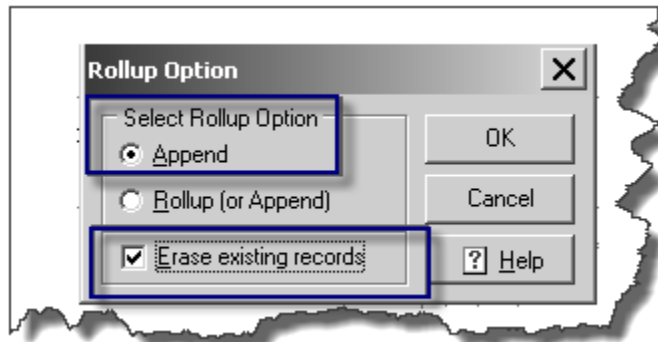
The screenshot shows a 'Rollup Option' dialog box with the following options: 'Select Rollup Option' (radio button selected for 'Append'), 'Rollup (or Append)' (radio button unselected), and 'Erase existing records' (checkbox unselected). There are 'OK', 'Cancel', and 'Help' buttons. Below the dialog box, the 'Order Forms' window is visible, showing the date '09/04/2012', 'Your agency ID', 'NUM', social media icons, 'Order Forms', '50 returns', and 'trinhb'. A large, irregular, torn-paper-like shape is also present.

Based on the information on the source file used for training,
Account Ability will create **50 forms** and **TRINH TRAINING
VENDOR 1** will have 6 forms

Form 1 **\$56,272.44** Form 4 **\$56,272.44**
Form 2 **\$18,757.48** Form 5 **\$18,757.48**
Form 3 **\$37,514.96** Form 6 **\$37,514.96**

(4) Running the IMPORT - Append

f) **Append and Erase**
existing records



Based on the information on the source file used for training,
Account Ability will create 25 forms and **TRINH TRAINING**
VENDOR 1 will have 3 forms

Form 1 **\$56,272.44**

Form 2 **\$18,757.48**

Form 1 **\$37,514.96**



(5) Running the IMPORT - Tools/Kill This File

Let's assume that you want to start over from the beginning.

You can do this using the feature, "Kill This File".



Activating this feature will clean out your agency (Client)'s reporting year of all 1099-MISC forms previously created via the Import Utility.

It is very important to preserve your source files.

Let's clean out your agency (Client)'s reporting year of all 1099-MISC forms: Click **Tools** and **Kill This File**.


(5) Running the IMPORT - Tools/Kill This File

1099-MISC - INSTRUCT

☐ ID #9
 ☐ VOID
 ☐ CORR (G)
 ☐ CORR (C)
 ☒ Efile
 ☒ 1096
 ☐ Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011				1 Rents \$0.00	OMB No. 1545-0115 2012 1099-MISC
PAYER'S Federal ID Number TIN Type RECIPIENT'S ID Number 01-2345678				2 Royalties \$0.00	4 Federal income tax withheld \$0.00
RECIPIENT'S name Street address City State Zip Code Zip Ext.				3 Other income \$0.00	5 Fishing boat proceeds \$0.00
				6 Medical and health care \$0.00	7 Substitute payments... \$0.00
				8 Crop insurance proceeds \$0.00	9

Confirm

 You are requesting to DELETE all of the selected client's returns!

Are you sure?

(5) Running the IMPORT - Tools/Kill This File

File is empty
 ☒ VOID
 ☒ CORR (G)
 ☒ CORR (C)
 ☒ Efile
 ☒ 1096
 ☒ Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011				1 Rents	OMB No. 1545-0115 2012 1099-MISC
				2 Royalties	
				3 Other income	4 Federal income tax withheld
PAYER'S Federal ID Number 01-2345678	TIN Type ▼	RECIPIENT'S ID Number [REDACTED]		5 Fishing boat proceeds	6 Medical and health care
RECIPIENT'S name Street address City State Zip Code Zip Ext.			NAME CTRL APT.	7 Nonemployee compensation	8 Substitute payments...
			9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => <input checked="" type="checkbox"/>	10 Crop insurance proceeds	
Account number	Foreign <input checked="" type="checkbox"/>	CFSP	USPS DP	2nd TIN <input checked="" type="checkbox"/>	11
13a Section 409A deferrals		15b Section 409A income		State 1	12
				State 2	13 Excess golden parachute
				16 State 1 tax withheld	14 Gross proceeds paid to...
				18 State 1 income	
				16 State 2 tax withheld	18 State 2 income

E-Mail:

All returned have been successfully deleted

(6) Running the IMPORT - Rollup (or Append)

g) Rollup (or Append)

The "Rollup (or Append)" feature allows multiple import session rollup of Recipient returns.

If a recipient already exists in Account Ability, "Rollup (or Append)" function will import additional activities from later source file and roll these additional activities into existing Recipient, result in a single return for each recipient.

Let's review the data from our source file (the one used for training):

Recipient, **TRINH TRAINING VENDOR 1**, shows up in 3 rows as follow:

row 1 = \$56,272.44

row 2 = 18,757.48

row 3 = 37,514.96

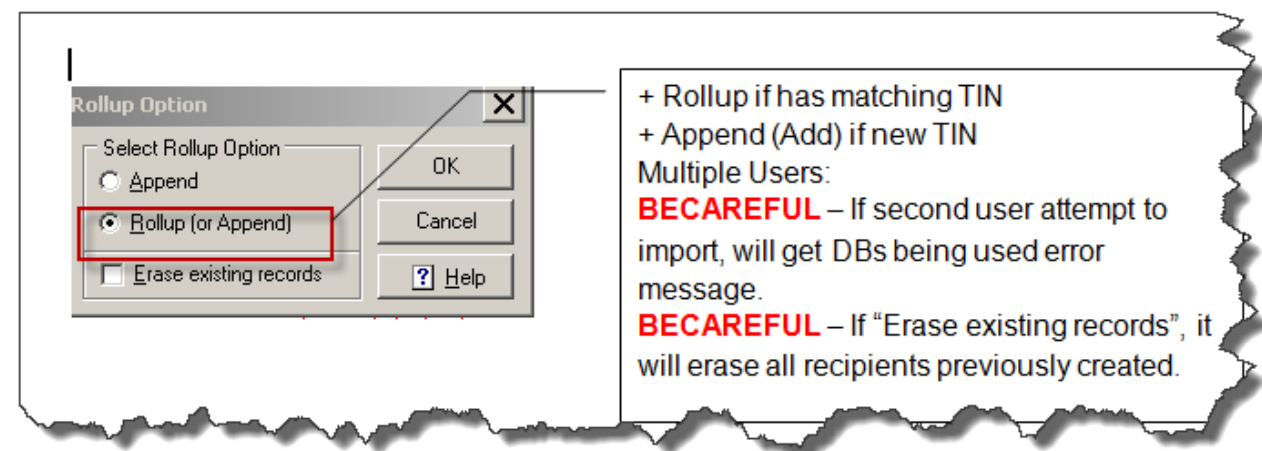
Total for TRINH TRAINING VENDOR 1 is \$112,544.88

Vendor 13 shows up in 2 rows.

Vendor 14 shows up in 2 rows

In essence, this source file has **21 distinct vendors** (recipients)

While in your client's 1099-MISC form, click on File\Import\ASCII Text File.
Select your "0_IRS_1099_Training1099MISC" file and click Open.
Confirm that that it's ok to import 25 record (s) by clicking YES.



There should be **21 returns**

TRINH TRAINING VENDOR 1 should have 1 form created for **\$112,544.88**

Recipient, **TRINH TRAINING VENDOR 1**, shows up in 3 rows as follow:

row 1 = \$56,272.44

(6) Running the IMPORT - Rollup (or Append)

row 2 = 18,757.48

row 3 = 37,514.96

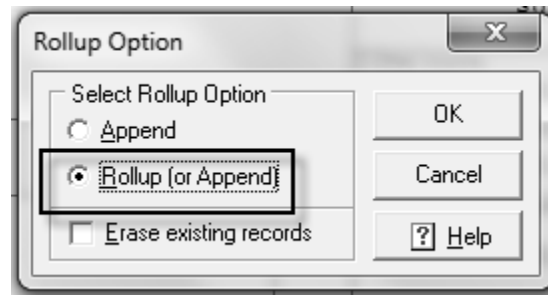
Total for TRINH TRAINING VENDOR 1 is \$112,544.88

h) Rollup (or Append) again

Click **File\Import\ASCII Text File** again.

Select "0_IRS_1099_Training1099MISC" file and click Open.

Confirm that it's okay to import 25 record (s) by clicking Yes.



There should be **22 returns (the last one is an empty return)**

TRINH TRAINING VENDOR 1 should have 1 form created for **\$225,089.76**



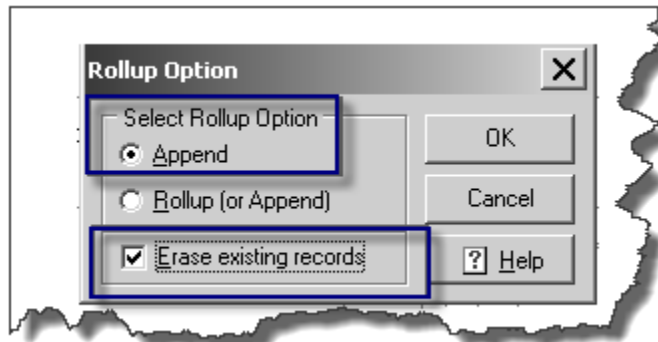
i) Rollup (or Append) and Erase existing records

Click **File\Import\ASCII Text File** again.

Select "0_IRS_1099_Training1099MISC" file and click Open.

Confirm that it's okay to import 25 record (s) by clicking Yes.

(6) Running the IMPORT - Rollup (or Append)



There should be **21 returns**

TRINH TRAINING VENDOR 1 should have 1 form created for **\$112,544.88**



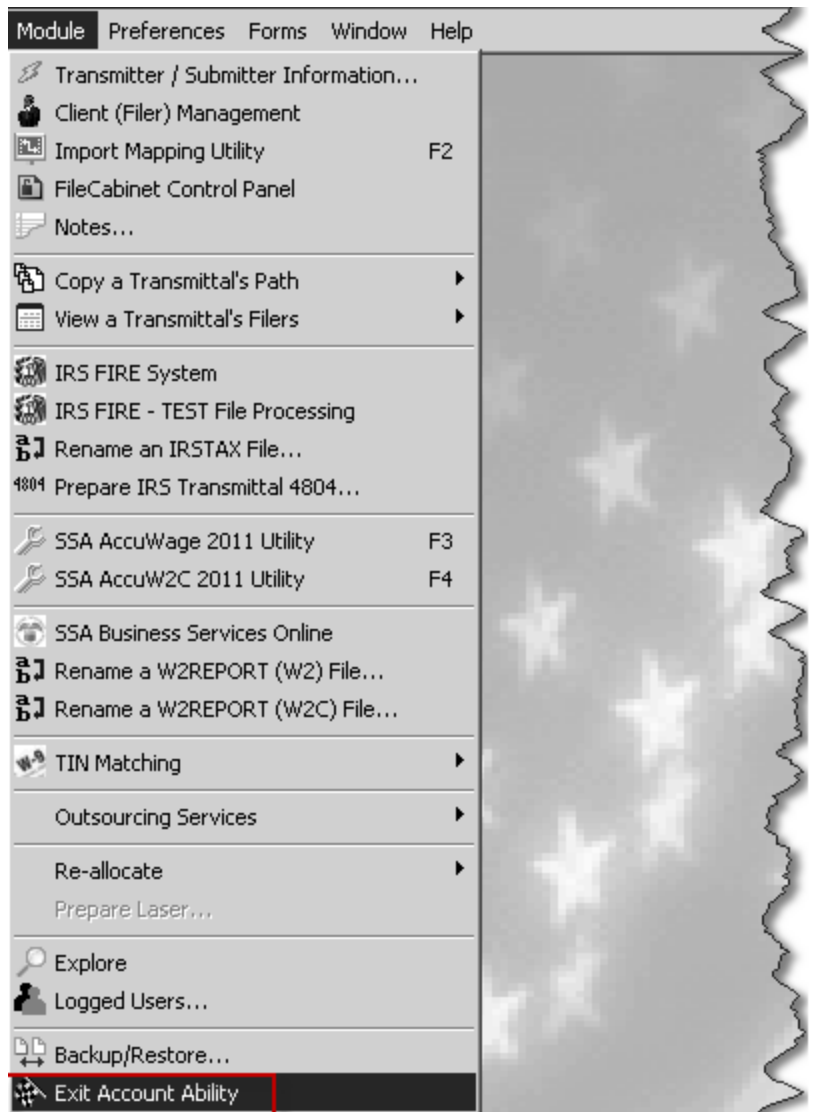
(7) Exit Account Ability

Please **exit** Account Ability File\Exit this Form



Then click **Module\Exit Account Ability**

(7) Exit Account Ability

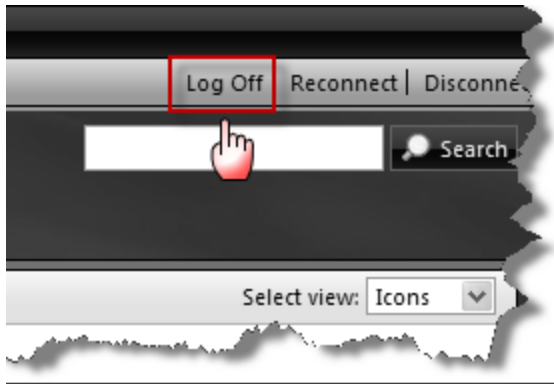


Click **"Yes"** to confirm exit Account Ability:

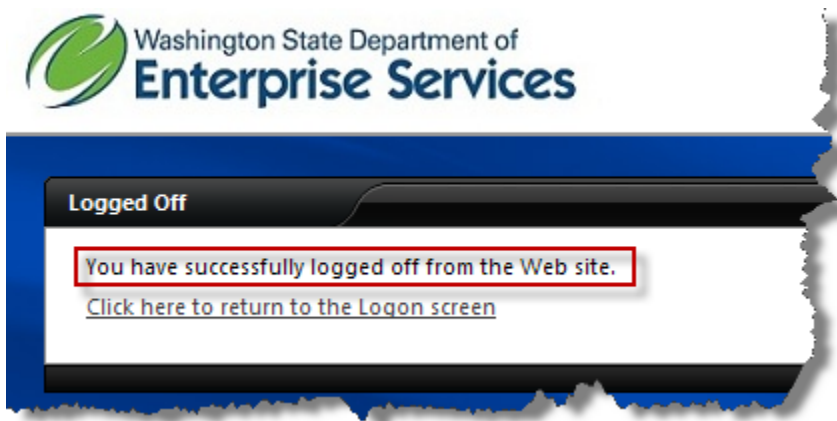


If you are still logged on to Citrix for Account Ability, please click on "Logoff":

(7) Exit Account Ability



Make sure you have successfully logged off from the Web site (Citrix web site).



(8) Important information about Shared Recipients Database

The **Shared Recipient Database** is Account Ability's Recipient Master List. All Agency Users with access to Account Ability will be able to view the recipient's information in this Shared Recipient Database. This Shared Recipient Database is updated each time a 1099 User manually created a form, manually updated a record, or manually did anything while in Account Ability.

Because all Agency Users have access to this **Shared Recipient Database**, **please create or edit your records outside of Account Ability.**

Please utilize the Account Ability IMPORT feature to import any data or correction needed in creation of your 1099-MISC forms.

If you've accidentally updated a record while in Account Ability, please access the Shared Recipient Database and **DELETE** the recipient information. Deleting the recipient information from the Shared Recipient Database will not impact information already included in the 1099-MISC form.

For example, let's say you need to manually check the [Printed] flag on the following 1099-MISC to indicate that the form has already been printed:

(8) Important information about Shared Recipients Database

1099-MISC - AGENCYID										
ID # 4					<input type="checkbox"/> VOID <input type="checkbox"/> CORR (G) <input type="checkbox"/> CORR (C) <input checked="" type="checkbox"/> Efile <input checked="" type="checkbox"/> 1096 <input type="checkbox"/> Printed					
PAYER'S name, street address, city, state, ZIP code, and telephone number AGENCY NAME 1 AGENCY NAME 2 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011					1 Rents \$5,437,137.20		OMB No. 1545-0115 2012 1099-MISC			
					2 Royalties \$0.00					
					3 Other income \$0.00		4 Federal income tax withheld \$0.00			
PAYER'S Federal ID Number 98-7654321		TIN Type SSN ▼	RECIPIENT'S ID Number 203748058		5 Fishing boat proceeds \$0.00		6 Medical and health care \$0.00			
RECIPIENT'S name TRINH RENT TRAIN VENDOR 2 DBA MARTIN SELIG REAL ESTATE				NAME CTRL	7 Nonemployee compensation \$0.00		8 Substitute payments... \$0.00			
Street address C/O NORTHERN TRUST BANK FSB 1414 4TH AVE				APT. 2202	9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => <input type="checkbox"/>		10 Crop insurance proceeds \$0.00			
City SEATTLE		State WA	Zip Code 98101	Zip Ext. 2202	11 \$0.00		12 \$0.00			
Account number		Foreign <input type="checkbox"/>	CFSP	USPS DP	2nd TIN <input type="checkbox"/>	13 Excess golden parachute \$0.00		14 Gross proceeds paid to... \$0.00		
15a Section 409A deferrals \$0.00		15b Section 409A income \$0.00			State 1 \$0.00		16 State 1 tax withheld \$0.00		18 State 1 income \$0.00	
					State 2 \$0.00		16 State 2 tax withheld \$0.00		18 State 2 income \$0.00	

You click on the [Printed] flag.

<input checked="" type="checkbox"/> 1096	<input checked="" type="checkbox"/> Printed
OMB No. 1545-0115	
.20	
2012	
.00	
1099-MISC	
4 Federal income tax withheld	
.00	\$0.00
16 Medical and health care	

Then you clicked the

check symbol to [Save].

(8) Important information about Shared Recipients Database

Because you have **manually edited** this 1099-MISC by clicking on the [Printed] flag, this recipient information will be saved in the Shared Recipient Database.

You will need to access the Shared Recipient Database and **DELETE** the recipient record. This action will not impact the recipient information already on the 1099-MISC.

You can delete the recipient information from the Shared Recipient Database via the 1099-MISC form.

To DELETE recipient information from the Shared Recipient Database, position your cursor in the "Recipient's ID Number" field and double-mouse click.

407-8011		2012	
TIN Type	RECIPIENT'S ID Number	1099-MISC	
SSN ▼	203748058	2 Royalties	\$ 0.00
N VENDOR 2		3 Other income	\$ 0.00
G REAL ESTATE		4 Federal income tax	\$
UST BANK FSB		5 Fishing boat proceeds	\$ 0.00
		6 Medical and health	\$
		7 Nonemployee compensation	\$
		8 Substitute payment	\$
		9 Payer made direct sales of \$5000 or more of consumer products to a buyer	\$
		10 Crop insurance pr	\$

This action will bring up the Taxpayer Lookup dialog (in the Shared Recipient Database).

Highlight the row of the **Taxpayer ID** record that you want to delete from the Shared Recipient Database.

Click **[Delete]** button

Lookup...		
Search Characters		Search By
		Taxpayer ID
Taxpayer ID	Name	Street
203748058	TRINH RENT TRAIN VENDOR 2	1000 NORTHERN TRUST BANK
208043741	TIME SOLUTIONS LLC	2302 A ST
216549873	ROIT TIMOTHY INGE	9730 180TH WAY SW
222222123	WORKPLACE RESOLUTIONS LLC	
222222159	BANK OF AMERICA MERCHANT SVC	
222222221	BEST CUTTING DIE COMPANY	
222222222	CORBETT MICHAEL E	39791 CAMBRIDGE PL
222222223	LANDVOY JUDITH ANN	
222222224	SPRAGUE DAMON	PO BOX 2091
222222225	BERNHARDT TIMOTHY A	
222222226	JEFFERS ROBERT J	2001 ARIETTA PL SE

Delete **Help**

(8) Important information about Shared Recipients Database

Click [Yes] to confirm that it is Okay to delete the selected taxpayer record from the Shared Recipient Database.

Taxpayer ID	Name	Street	Apt.	
203748058	TRINH RENT TRAIN VENDOR 2	C/O NORTHERN TRUST BANK FSB		SEA
208043740	SME SOLUTIONS LLC	2302 A ST		TACI
216549873	TROIT TIMOTHY INGE	9730 180TH WAY SW		ROC
222222123	WORKPLACE RESOLUTIONS L			FEDI
222222159	BANK OF AMERICA MERCHANT			ENG
222222221	BEST CUTTING DIE COMPANY			ELK
222222222	CORBETT MICHAEL E			TEM
222222223	LANDVOY JUDITH ANN			YAKI
222222224	SPRAGUE DAMON			YAKI
222222225	BERNHARDT TIMOTHY A			YAKI
222222226	JEFFERS ROBERT J			OLYI

Confirm

Okay to delete
TRINH RENT TRAIN VENDOR 2?

Yes No

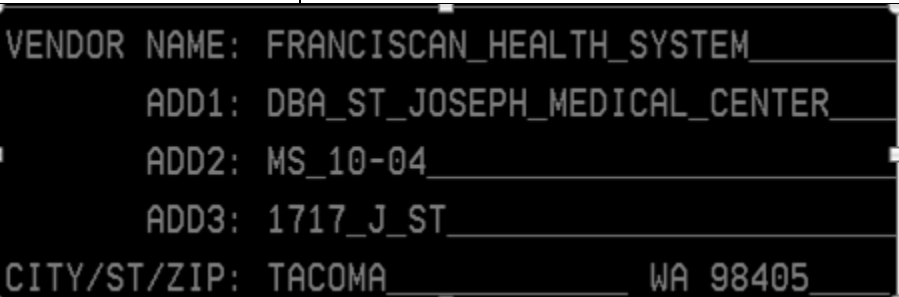


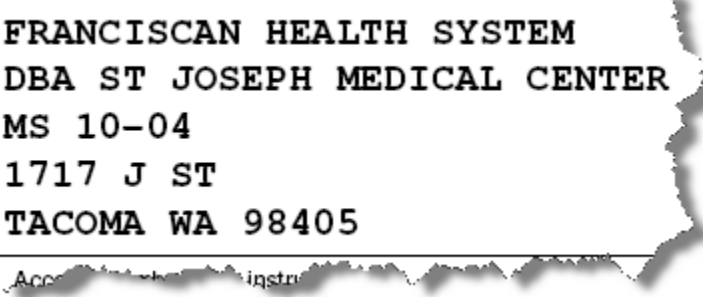
Delete Help

Note that deleting the taxpayer information from the Shared Recipient Database does not delete that information from the 1099-MISC form.

Think of the Shared Recipient Database as a telephone book of all recipient information. This Shared Recipient Database would automatically get updated and viewable by all Agency Users with access to Account Ability, when a User manually update a record or manually create a 1099-MISC form in Account Ability.

If you create the 1099-MISC forms via the IMPORT feature, this Shared Recipient Database is not automatically updated.

Supplemental Information on Recipient Address mapping

Example of data from Statewide Vendor (SWV) Table		
 <p>VENDOR NAME: FRANCISCAN_HEALTH_SYSTEM_____ ADD1: DBA_ST_JOSEPH_MEDICAL_CENTER_____ ADD2: MS_10-04_____ ADD3: 1717_J_ST_____ CITY/ST/ZIP: TACOMA_____ WA 98405</p>		
		
Example of mapping from source file to destination		
	<u>Source file</u>	<u>Destination Form</u>
	Vendor Name →	Name line 1
	Vendor Address 1 →	Name line 2
	Vendor Address 2 →	Street address line 1
	Vendor Address 3 →	Street address line 2
	Vendor City →	City
	Vendor State →	State
	Vendor Zip →	Zip code
		
How Address shows up on 1099-MISC		
	 <p>FRANCISCAN HEALTH SYSTEM DBA ST JOSEPH MEDICAL CENTER MS 10-04 1717 J ST TACOMA WA 98405</p>	

Supplemental Information on Recipient Address mapping

[Online view](#)

1099-MISC - AGENCYID									
ID # 2				<input type="checkbox"/> VOID <input checked="" type="checkbox"/> CORR (G) <input type="checkbox"/> CORR (C) <input checked="" type="checkbox"/> Efile <input checked="" type="checkbox"/> 1096 <input type="checkbox"/> Printed					
PAYER'S name, street address, city, state, ZIP code, and telephone number AGENCY NAME 1 AGENCY NAME 2 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011					1 Rents \$5,437,137.20		OMB No. 1545-0115 2012 1099-MISC		
					2 Royalties \$0.00				
					3 Other income \$0.00		4 Federal income tax withheld \$0.00		
PAYER'S Federal ID Number 98-7654321		TIN Type SSN ▼	RECIPIENT'S ID Number 203748058		5 Fishing boat proceeds \$0.00		6 Medical and health care \$0.00		
RECIPIENT'S name FRANCISCAN HEALTH SYSTEM DBA ST JOSEPH MEDICAL CENTER				NAME CTRL	7 Nonemployee compensation \$0.00		8 Substitute payments... \$0.00		
Street address MS 10-04 1717 J ST				APT.	9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => <input type="checkbox"/>		10 Crop insurance proceeds \$0.00		
City TACOMA		State WA	Zip Code 98405		Zip Ext.	11		12	
Account number		Foreign <input type="checkbox"/>	CFSP	USPS DP	2nd TIN <input type="checkbox"/>	13 Excess golden parachute \$0.00		14 Gross proceeds paid to... \$0.00	
15a Section 409A deferrals \$0.00		15b Section 409A income \$0.00			State 1	16 State 1 tax withheld \$0.00		18 State 1 income \$0.00	
					State 2	16 State 2 tax withheld \$0.00		18 State 2 income \$0.00	
E-Mail:									

Supplemental Information on Recipient Address mapping

1099-MISC view

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		OMB No. 1545-0115		Miscellaneous Income
AGENCY NAME 1 AGENCY NAME 2 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011		\$ 5437137.20		2012		
PAYER'S Federal identification number 98-7654321		2 Royalties \$		Form 1099-MISC		
RECIPIENT'S identification number 203-74-8058		3 Other income \$		4 Federal income tax withheld \$		
RECIPIENT'S name, street address, city, state, and ZIP code <div style="border: 1px solid black; padding: 5px;"> FRANCISCAN HEALTH SYSTEM DBA ST JOSEPH MEDICAL CENTER MS 10-04 1717 J ST TACOMA WA 98405 </div>		5 Fishing boat proceeds \$		6 Medical and health care payments \$		
Account number (see instructions)		7 Nonemployee compensation \$		8 Substitute payments in lieu of dividends or interest \$		
15a Section 409A deferrals \$		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$		10 Crop insurance proceeds \$		
15b Section 409A income \$		11 \$		12 \$		
16 State tax withheld \$		13 Excess golden parachute payments \$		14 Gross proceeds paid to an attorney \$		
17 State/Payer's state no. \$		18 State income \$		18 State income \$		

Form 1099-MISC (Keep for your records) Department of the Treasury - Internal Revenue Service

Copy B For Recipient

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Supplemental Information on Recipient Address mapping – part 2

Example of data from Statewide Vendor (SWV) Table		
VENDOR NAME: HAWKS SENJA L		
ADD1: PO BOX 49		
ADD2:		
ADD3:		
CITY/ST/ZIP: SOUTH BEND WA 98586		
↓		
Example of mapping from source file to destination		
	Source file	Destination Form
	Vendor Name	Name line 1
	Vendor Address 1	Name line 2
	Vendor Address 2	Street address line 1
	Vendor Address 3	Street address line 2
	Vendor City	City
	Vendor State	State
	Vendor Zip	Zip code
↓		
How Address shows up on 1099-MISC		
	<p>RECIPIENT'S name, street address, city, state, and ZIP code</p> <p>HAWKS SENJA L PO BOX 49 SOUTH BEND WA 98586</p>	